

How to use the Electronic Fees Return Form 2017

Please note that the fees entered onto this form should only be for services held between the dates of the 1st January and the 31st December 2017.

Complete this form during or at the end of a Month/Quarter. It is designed to enable you to update as and when is convenient to you. The colour shaded boxes ONLY are available, some have drop down boxes to assist you.

Prepare the form

At the beginning of the Period;

Select your benefice

Select the Month end

For each Service

Input a Date of the Service (DD/MM/YYYY)

Input Cash/Chq received

Select a Type of Service from the Drop down box

Select any Additional Detail from the Drop down box

Select your Parish from the Drop down box

Input Names from in your Parish Records

Input Officiant taking the service

Input Incumbent of Parish (or Vacant if Parish is in Vacancy)

At the end of the Quarter

The new form is designed to calculate your total fees automatically. Once you are at the end of the Period please arrange for amount showing in the Green Box (Payment to LDBF) on to be sent to St Marys House. This can be by either by Cheque, Cash or Bank Transfer (Find Bank Details on form)

Nil Returns

Where there have been no fees received in one quarter please mark the box 'Nil Returns with an X' and return this to St Marys House.

Extra Pages

A printable version is also available to complete manually if you wish.

Lichfield Diocesan Board of Finance

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